



**New Jersey Office of the Attorney General**  
Division of Consumer Affairs  
State Board of Professional Engineers and Land Surveyors  
124 Halsey Street, 3rd Floor, P.O. Box 45015  
Newark, New Jersey 07101  
(973) 504-6460

June 2012

Re: Certificate of Authorization

Dear New Jersey Certificate of Authorization Holder:

**Your New Jersey Certificate of Authorization will expire on August 31, 2012.** N.J.S.A. 45:8-56 requires biennial renewal of the Certificate of Authorization. Be advised that any corporation (except a professional service corporation established pursuant to the "Professional Service Corporation Act" (N.J.S.A. 14A:17-1 et seq.)) offering or providing professional engineering and/or land surveying services in the State of New Jersey must obtain a Certificate of Authorization from the State Board of Professional Engineers and Land Surveyors to perform these functions. Any corporation offering or providing said services without the requisite Certificate of Authorization is in violation of N.J.S.A. 45:8-56.

For this biennial renewal period of September 1, 2012 to August 31, 2014, all Certificate of Authorization **renewal applications must be submitted along with a copy of the current Annual Report** filed with the Division of Revenue in the New Jersey Department of the Treasury as set forth in N.J.A.C. 13:40-10.2.

1. Submit the confirmation copy of the filed annual report, which was obtainable online, only at the time the report was originally filed, or submit a copy of either status report listed below, filed with the Division of Revenue in the New Jersey Department of Treasury, as set forth in N.J.A.C. 13:40-6.1.

Any further information needed regarding any of the reports, may be obtained online at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) , or call (609) 292-1730.

Current Certificates of Authorization expiring after August 31, 2012, will require an additional late fee. On October 1, 2012, all nonrenewed applications will automatically be suspended and must be reinstated. This means the renewal fee plus the reinstatement fee will be required.

Application fee schedules:

Renewal Fee:	July 1, 2012 to August 31, 2014	\$ 120.00
Late Fee:	September 1, 2012 to September 30, 2012	\$ 50.00
Reinstatement Fee:	October 1, 2012 to August 31, 2014	\$ 125.00

The renewal application and instructions are being sent with this letter. In addition, you will soon be able to go online to <http://www.njconsumeraffairs.gov/pels/birenapp.pdf> to download a copy of the renewal application. Please complete the renewal application and submit it with the renewal fee of \$120.00.

Very truly yours,

Paul Ray  
Acting Executive Director  
State Board of Professional Engineers and Land Surveyors

24GA2\_\_\_\_\_ (Required)

Professional Service Corporations (N.J.S.A. 14A:17-1 et seq.) are not required to obtain a Certificate of Authorization.

\* Must complete "Details of Ownership" if offering Building Design Services pursuant to Section 8.

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Check as appropriate:

- ☐ Engineering  
☐ Land Surveying  
☐ Engineering & Land Surveying  
☐ Building Design Services\*

**Biennial Renewal Application for Certificate of Authorization**

**Period from: September 1, 2012**

**Period to: August 31, 2014**

**Renewal Fee: \$120.00**

**Renewal Due Date: July 31, 2012**

**If Not Renewed By: August 31, 2012 The Late Renewal Fee is: \$ 50.00 Reinstatement Fee: \$ 125.00 if received after September 30, 2012**

**If a completed renewal application and check or money order** are not received **BY THE DUE DATE OF JULY 31, 2010**, the State Board of Professional Engineers and Land Surveyors cannot guarantee that you will receive your new Certificate of Authorization prior to the expiration date.

**INSTRUCTIONS**

1. This form must be typewritten or printed clearly, and your Certificate of Authorization number must be noted above. Include a telephone number.
2. If any space is inadequate, use a separate sheet of paper.
3. Return the completed, signed and notarized application with a check or money order payable to "State Board of Professional Engineers & Land Surveyors" and mail all documents to the address noted above.
4. Business addresses listed on this application must be numbered.
5. A notary seal is required in the two areas provided on page two of the form. Also, on page two, provide the signatures of a corporate officer and the designated licensee-in-charge where indicated.
6. Biennial renewal of the Certificate of Authorization is required, along with a copy of the current Annual Report filed with the Division of Revenue in the New Jersey Department of the Treasury.

Applicant (Name of corporation and telephone number including area code)			State of Incorporation		Date of this application	
Address of the principal office in the state of incorporation (1)			Is your company currently registered and in good standing with the New Jersey Department of the Treasury to do business in New Jersey?  <input type="checkbox"/> Yes <input type="checkbox"/> No			
Address of the principal office in New Jersey (if different from above) (2) <input type="checkbox"/> none						
The addresses of other offices where professional services will be offered or provided in New Jersey. (Each office must be sequentially numbered beginning with 3; as 3, 4, 5, etc.)					I am aware that the Certificate of Authorization may be revoked if any agent, employee, director or officer of the corporation violates or causes to be violated any provisions of those laws or regulations governing the practice of engineering and land surveying in New Jersey.	
<b>CORPORATE OFFICERS</b>						
Name	Title	Home address	N.J. License Number		Signature	
			Prof. Eng.	Land Surv.		

Persons in responsible charge listed below must include the numerical identifier of their work location following their name in the column below. If a licensee is in responsible charge of more than one office, use a separate line for each office and attach an explanation. If a licensee is also in responsible charge of engineering or land surveying services for other business entities or as a sole proprietor, he/she shall place an X in the column next to his/her signature and attach the details of all such associations. List all personnel in responsible charge who act on behalf of the corporation as a professional engineer or land surveyor. <b>The first licensee listed will be considered the designated Board contact. This individual will be sent all of the mail from the Board office and be the person listed on the renewed certificate.</b>				I hereby certify that I am familiar with the laws and regulations governing the practice of engineering and land surveying in New Jersey and the definition of "responsible charge" therein and my responsibility under this definition.	
NAME	N.J. License Number		HOME ADDRESS	X	SIGNATURE
	Prof. Eng.	Land Surv.			
Designated Board contact (Will receive all mail from the Board office.)					
			(Use an additional sheet of paper if necessary.)		

**Any changes in the above information must be reported to the Board within 30 days after such changes become effective.  
Under oath, I declare that the foregoing statements, to the best of my knowledge and belief, are true and made in good faith.**

Sign Here (Designated In-Responsible-Charge Licensee): <u>X</u>		Title:		Date
Typed Name:				
Subscribed and sworn to before me this _____ day of _____, _____.				
County and State	Signed (Notary Public)	Date Commission Expires	Seal of Notary Public	
Name of Corporation	Sign Here (Authorized Officer): <u>X</u>			Title
	Typed Name:			
Before me personally appeared the signer of the above, who acknowledged himself/herself to be the authorized above-named officer of the above-named corporation and that he/she being authorized to do so, executed this application for the purposes stated by signing the name of the corporation by himself/herself as the authorized officer. In witness thereof:				
County and State	Signed (Notary Public)	Date Commission Expires	Seal of Notary Public	

**For Office Use Only**

Approved	State Board of Professional Engineers and Land Surveyors	Signed	Date
Fee	Date Issued	P.E./L.S. Certificate of Authorization Number	

**This page should only be completed if you are offering or providing Building Design Services, pursuant to N.J.S.A. 45:B4-1 et seq.**

### **DETAILS OF OWNERSHIP**

Required Information in accordance with N.J.S.A. 45:4B-8:

- (1) Provide the names of all directors, two-thirds of whom must be professional engineers, and
- (2) Provide the number of all issued and outstanding shares of the corporation, and
- (3) Provide the number of issued and outstanding shares owned by professional engineer shareholders (minimum of 20% required).

**Note that this applies to any corporation, which may by law render or offer to render engineering services, and which enters into a contract with an owner to provide Architectural and Engineering services, in accordance with N.J.S.A. 45:4B-8.**

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#### **A. BUILDING DESIGN SERVICES**

Name of Director	New Jersey Professional Engineer License Number	For Office Use Only

Corporate Stock Information:		(Use an additional sheet of paper if necessary.)
Total Issued and Outstanding Shares		
Total Issued and Outstanding Shares Owned By Professional Engineers		